

St. Andrew's Presbyterian Church COVID-19 Reopening Policy

In order to promote public health and protect the vulnerable, St. Andrew's seeks to minimize the risk of the transmission of the SARS-CoV-2 virus among St. Andrew's employees, congregants, renters, and visitors, the Session adopted the following policy. This policy is consistent with those established by the State of Oregon and by Multnomah County. Should the government policies become more restrictive than ours, then the government policy will supersede ours. Each group requesting use of our building and grounds must submit our COVID-19 Gathering Plan Form for complying with this policy. Renters and other external groups must also submit our standard Building Use Agreement. Your plan must be approved by our COVID-19 Task Force and the church administrator before permission will be granted.

Vaccination is encouraged. St. Andrew's will not require Proof of Vaccination to participate in church activities, as long as the following guidelines are consistently adhered to by all, including those who are fully vaccinated.

Vermont Hills School

- This policy does not apply to Vermont Hills school staff, students, parents, or visitors. Vermont Hills is operating under policies that follow state and county guidelines.
- Individuals not associated with Vermont Hills school should not enter rooms used by the school without explicit prior approval by Vermont Hills staff during school hours or church staff when the school is not open.

Precautions for persons with known or at higher risk of COVID-19 exposure

- Individuals with known exposure to someone with COVID-19 and who do not themselves display COVID-19 symptoms are advised to follow the precautions below for their circumstance prior to entering the building.
 - A fully vaccinated person with a single exposure to COVID-19 is advised to have a negative COVID-19 test 3-5 days after the exposure.
 - An unvaccinated person with a single exposure is advised to wait 10 days after exposure or 7 days with a negative test 5-7 days after exposure.
 - A fully vaccinated person with ongoing exposure (e.g., a family/household member) is advised to test immediately and every 3-5 days past the last exposure.
 - An unvaccinated person with ongoing exposure is advised to test on days 11, 15, and 18 from the onset of COVID-19 in the infected person.
- Anyone with any of the following symptoms should not enter the building until the symptoms resolve or they have had a negative COVID-19 test after symptoms began. Many of these are the same as the common cold and are appearing more often in COVID-19 cases.

Fever > 100°F or chills	Acute generalized muscle pain
New cough	Acute fatigue or sudden onset of discomfort or illness
Shortness of breath, difficulty breathing	Nausea, vomiting, diarrhea
New loss of taste or smell	New or unusual headache
Sore throat	New or unexpected congestion or runny nose
- For their own safety, unvaccinated individuals should consider double-masking and sitting adjacent to an open door or window.

Entrance to the building

- Entrance must be scheduled with the office manager, Katy Rustvold, to monitor people present.
- Primary access will be via the door on the north side of the building near the main office. Participants for approved gatherings in the narthex or sanctuary should use the designated outside door to the narthex, and participants going to Friendship Hall should use the adjacent hall door.
- Individuals who must use the elevator may enter through the entrance near Friendship Hall.
- Hand sanitizer will be located at all entrances, and all who enter should sanitize their hands upon entry.
- Participants for approved gatherings in the chapel may enter via the designated outside door to the chapel if hand sanitizer is taken to that location.

Hygiene

Acceptable face coverings are double- or triple-layer cloth or level 2 or 3 surgical masks, not plastic face shields, bandanas, neck gaiters, or other thin covering. Masks must completely cover both nose and mouth. Individuals should bring their own face coverings. A limited number will be available if needed.

- Face coverings are required upon entrance to the building.
- Face coverings are required for all gatherings.
- Face coverings are not required when working in a room alone.
- Handwashing is encouraged.
- No sharing of food or drink. No use of the kitchen to prepare food, except for personal use by church staff. Food and drink prepackaged in individual portions may be consumed. Group meals must be eaten outdoors. Rare exceptions may be made on a case-by-case basis with appropriate precautions.
- Sharing of papers, pamphlets, hymnals, etc. is prohibited except by members of the same household.
- No playing of wind instruments
- Countertops, tables, brochure racks, etc. should be covered or cleared of nonessential items.
- Participants may only use restrooms designated on their approved Gathering Plan Form.

Religious services

- St. Andrew's Sunday worship services will have in-person and online participation.
- Seating in the sanctuary will be in alternate pews with the pews having one family/pod of three or more individuals, or couples/pods of 2 at opposite ends of the pew, or three single individuals spaced at the ends and the middle of the pew.
- Masks are required for all in-person attendees (includes Sunday worship, memorials, and weddings).

Meetings and other gatherings

- Groups must submit a plan to our COVID-19 task force for how they will meet this policy before they will be given permission to gather in the building. The plan must be approved by the COVID-19 Task Force prior to meeting and is subject to necessary revision should our policies change.
- The room must be cleaned and sanitized by the attendees before and at the end of the gathering.

Occupancy limits for meeting spaces

- | | | |
|-------------------|-----------------------|-----------------------------|
| ○ Sanctuary - 100 | ○ Lounge - 6 | ○ South Calvin hall - 9 |
| ○ Narthex - 30 | ○ Quilting room - 6 | ○ Youth/Boy Scout room - 15 |
| ○ Chapel - 18 | ○ Conference room - 6 | ○ Friendship hall - 75 |

Main office

- The office will remain locked, even when staffed.
- No one is allowed into the main office unless authorized by a church staff member.
- No one is allowed on the other side of the counter in the office unless authorized by a church staff member.
- When more than one person is in the office, face coverings must be worn and social distancing maintained.
- Staff and volunteers are encouraged to continue working from home as much as is feasible.
- Use of office desks, phones, computers, copy machine, and other shared equipment is prohibited unless authorized by a church staff member. After such use, anything touched must be sanitized.

Active sports for ages 13 and up

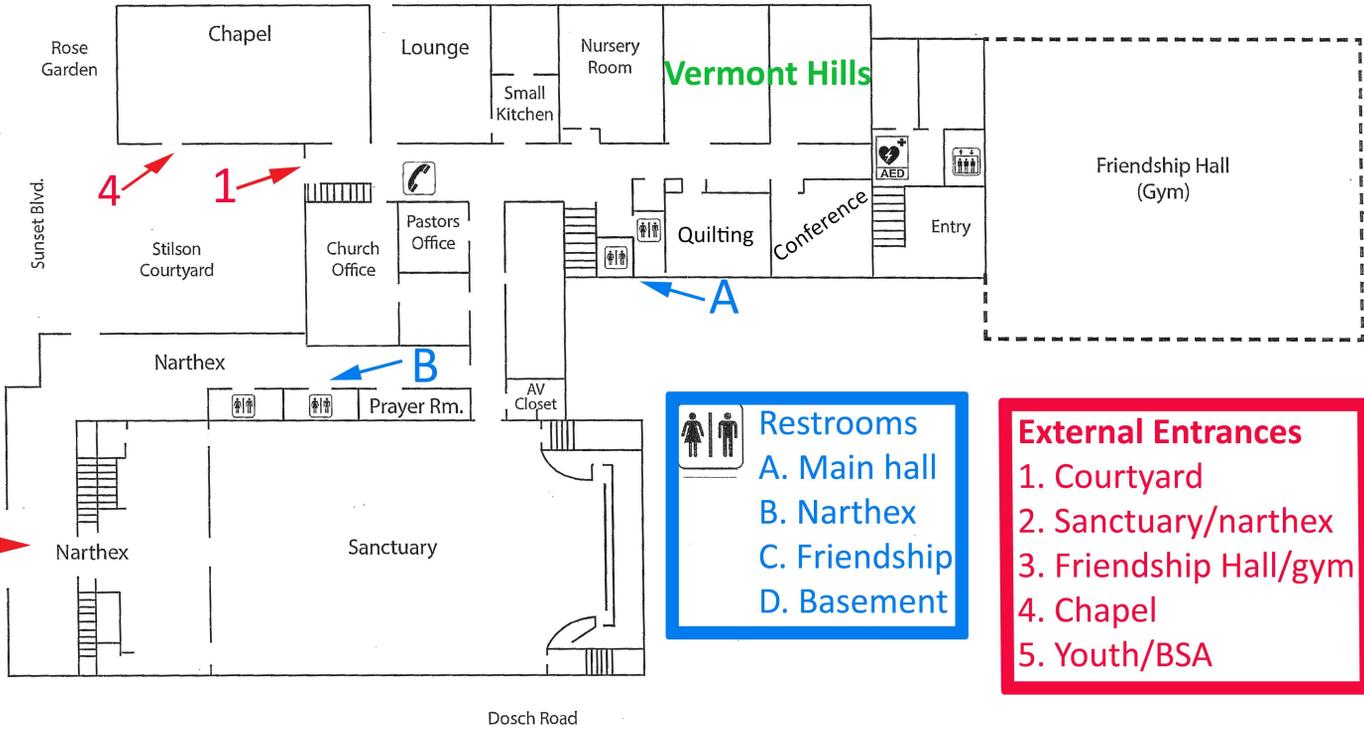
- Hand sanitizing required
- Masks are required at all times indoors.
- Low and medium contact sports may be allowed in Friendship Hall. Full contact sports are definitely not allowed.
- The OSAA Safety Plan must be followed to the extent that it is applicable to the church. References to staff and coaches will refer to the group's coach(es) and staff.
- On weekdays, entrance to the building will not be allowed until at least 30 minutes after it is vacated by the staff and students of Vermont Hills preschool.
- All doors to Friendship Hall must remain open for increased ventilation during the activity. In particularly cold weather, the outside doors only need to be partially open.
- The doors to the restrooms by Friendship Hall must remain open to avoid touching the handles.
- If multiple groups of students or teams will be playing in one day, at least 30 minutes must be allowed between activities for room ventilation and sanitation. The first cohort of players and coaches must leave the premises before the second cohort arrives.
- The court floor needs to be dust mopped at the end of each day's activity.

Follow-up

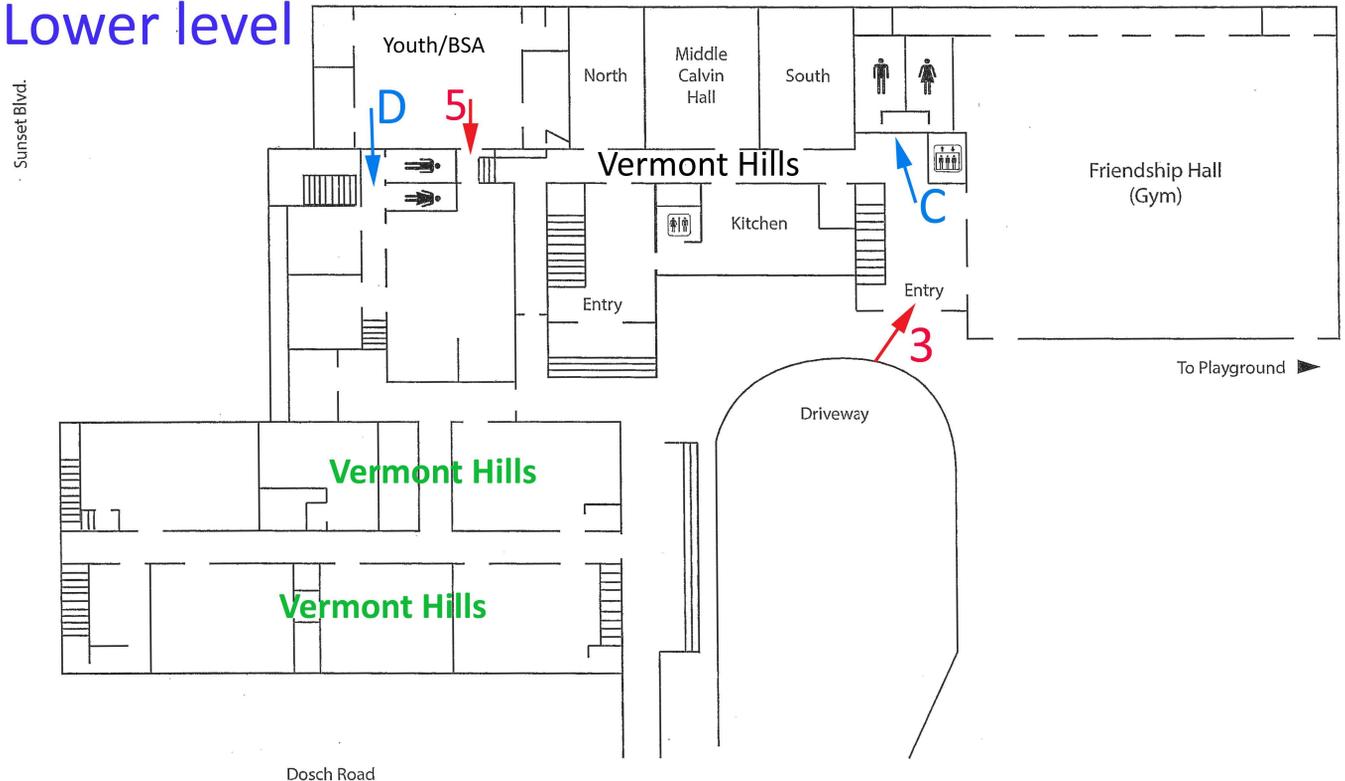
- This policy is subject to change at any time by the Session or COVID-19 Task Force.



Upper Level



Lower level



St. Andrew's Presbyterian Church COVID-19 Gathering Plan

Each group requesting entrance to our building must submit their plan for complying with our Reopening Policy to the church administrator. Renters and other external groups must also submit our standard Building Use Agreement. Your plan must be approved by our COVID-19 Task Force and the church administrator before permission will be granted.

Please submit your Gathering Plan at least two weeks prior to the event.

Name of Group _____

Contact Person _____ Email _____ Phone _____

Date(s) requested _____ Time of day _____ to _____ *Include setup & clean up times*

Expected number of participants _____ Will anyone present be under 12-years old? _____

Room Preferences: _____

Who will ensure cleaning prior to the group gathering? Name _____ Phone _____
Cleaning supplies will be provided by the church.

Who will ensure cleaning at the end of the gathering? Name _____ Phone _____

Who will ensure all participants confirm that they report no COVID-19 symptoms?
Name _____ Phone _____

Who will ensure that participants who have traveled out of Oregon or Southwest Washington are following approved precautions?
Name _____ Phone _____

Who will ensure that participants who have known exposure to someone with COVID-19 are following approved precautions?
Name _____ Phone _____

Please check each box to acknowledge that the following requirements will be met.

- Mask requirements are met by cloth or surgical masks that completely cover both nose and mouth.
Plastic face shields and single-layer cloth masks alone are not acceptable. Each person should bring their own. A limited number will be available at the church.
- Masks will be worn for all indoor gatherings. *(Masks are not required for a person working alone in a room)*
- U _____ n _____
- Masks are required for all religious services. *(e.g., Sunday worship, memorial, and wedding)*
- No food or drink will be shared, and no use of the kitchen to prepare food or drink.
Food and drink prepackaged in individual portions may be consumed. Group meals must be eaten outside.
- No playing of wind instruments.
- No sharing of papers, books, etc.
- Only specified rooms, entrances, and restrooms will be used.
- All other St. Andrew's Presbyterian Church COVID-19 reopening procedures will be followed.

- For renters and other external users:* all requirements on the standard St. Andrew's Building Use Agreement are met
- For users of the sanctuary:* indicate which of the following that you intend use.
 - Pulpit microphone Soundboard Computer/Projector Spotlight controls None of these
- Active sports for ages 13 and up: All participants and the parents of youth participants will be informed of the OSAA Safety Plan and St. Andrew's specific policies for active sports in Friendship Hall.

Additional comments.

Group leader approval This will be considered a signature

Name: _____ **Email:** _____ **Date:** _____

Approval by St. Andrew's COVID-19 Task Force:

Space Assignments: Meeting room(s) _____ Entrance _____ Restroom _____

Additional comments

Name: _____ Date _____